



How to Register For The Town of Harpswell Recreation Programs

Most registration is done by flyers that are sent home with school children, posted on the web and displayed for pick up at the Town Office.

Most registration is due one week in advance. Some programs may fill prior to the registration deadline.

Registration deadlines are printed on the registration forms. Registration usually continues after the deadline on a space available basis.

There are late fees for some programs.

Registration is not accepted on site except for the Winter/Spring Sunday Swim and Tuesday Bridge. For an explanation of why registration is not accepted on site please see below.

Checks are made payable to the Town of Harpswell. Credit cards are not accepted.

On site registration is not accepted: *

*except for Sunday Swim and Bridge which accept on site registration

The goal of this policy is to protect the interests of the town, manage the volunteers, and ensure the safety of all children, while providing smooth, efficient recreational activities.

Following are the reasons that on-site registration is not accepted for most programs:

1. A registration deadline is set, usually one week in advance of the start of the activity. This allows for the organization and administration of the activity. This deadline is printed on all registration forms.
2. There are registrations and late fees that are paid at the Town office and processed by the receptionist who assures all transactions are fully accounted for. I try very hard not to handle money. Many people pay cash.
3. The Town requires all participants' parents to sign a waiver of liability. This form is kept on file at the town office and copies of the form are distributed to the on-site volunteers running the program.
4. The form also contains emergency contact and medical information that I have reviewed in advance and noted to volunteers if necessary. Each form is carefully checked to see that all requested information is completed before it is copied and distributed to the volunteers.

5. A data base of registrants with pertinent information is also generated prior to the activity so on-site volunteers can quickly see the names of all participants and record attendance easily.
6. Activities are staffed and uniforms and equipment are ordered based on registration. If I were to allow everyone to register on site most people would register on site which would delay my uniforms and equipment orders. Uniforms and equipment are usually ordered prior to the start of the activity.

To ensure that children are safe, Town liability requirements are met and that volunteers can focus on running the program, it is necessary for registration to be completed in advance. It is not possible for the recreation director to be at every program to take late registration, copy forms, make roster additions, take money and interrupt the volunteers with this new information. If that were to occur and the director was not present the next week or following week more late comers would bring money and registration and our kind hearted town volunteers would graciously take it, stick it in the console of their car or in a pants pocket and remember sometime in the next few weeks to turn it into the town office. That is not and cannot be our volunteers responsibility.